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COMPT 81-0151

4 FEB 81

MEMORANDUM FOR: ✓ Acting Deputy Director for Administration
 Deputy Director for Operations
 Deputy Director for Science and Technology
 Director, National Foreign Assessment Center
 Administrative Officer, DCI Area

FROM : Maurice Lipton
 Comptroller

SUBJECT : FY 1981 Travel Limitation ☐

DD/A REGISTRY
 FILE: *none*

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1. We discussed the President's limitation on travel and its effect on CIA at the 29 January Comptroller's meeting. I recommended that you take immediate steps to limit your directorate's travel and that we build the strongest possible case for exemption. This memorandum requests you help in building the appeal through analysis of the effect of potential limitations on your operations. ☐

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2. Application of the formula specified in OMB Bulletin 81-7 (provided to you on 27 January by this Office) would leave us approximately ☐ in travel funds (Object Class 21) for the rest of the year--exclusive of new Reserve releases and supplemental funds (see attached). This would be a reduction of ☐ from the 1981 column of the 1982 budget. On the other hand, components have identified travel requirements for the rest of the year totaling ☐ meaning the real shortfall would be over ☐. As I indicated to you at the Comptroller's meeting, I do not believe it likely that we will be allowed to fund all the travel we need for the remainder of 1981. We will likely end up somewhere near ☐, getting just the travel funds we requested in the 1981 column of the 1982 budget--leaving some ☐ available for the 1 January-30 September 1981 period. We will appeal for what we need, but prudence dictates that we recognize, and be prepared for, less. ☐

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3. I propose that each directorate develop a travel plan for the remainder of the year that shows how you will "live" with a 10% cut from the amount for travel shown in the 1981 column of the 1982 budget. Clearly, you will not be able to do what you feel is essential--but your plan will doubtless make the shortfall and the impact of your efforts crystal clear. Please let us know:

- what trips will not take place;
- what is the anticipated programmatic impact of this reduction; and
- additional costs which may occur because the travel will not be performed.

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Please differentiate between travel already budgeted (1981 column of the 1982 budget) and travel which you have identified as unfunded. I must stress again the importance of specificity in this effort. In the past our justifications have suffered because of the lack of detail; I, therefore, urge that you give detailed examples of the impact of the limitation.

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4. I hope to get an appeal out within the next two weeks. Therefore, we will need your travel plans by the close of business, Wednesday, 11 February. If you have questions, please have your staff contact the group chief in this office responsible for your directorates estimates.

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Maurice Lipton

Attachment:
As stated

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